

CIVIL EVENTS

EVENT	Descriptions/Comments
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Initiating Pleadings & Service

Complaints, Other Initiating Documents

Amended Complaint	<ul style="list-style-type: none"> Allows filer to add plaintiffs and/or defendants Make sure that the correct Role Type is selected for any new parties added
Application for Stay of Execution	<ul style="list-style-type: none"> Allows a description text field on Docket Text Modification Screen.
Application for Writ of Garnishment	<ul style="list-style-type: none"> Requires a Filing Fee; until further notice, please file in paper with Clerk's Office
Bankruptcy Appeal	<ul style="list-style-type: none"> Asks filer for Bankruptcy Case Number
Case Transferred In - District Transfer	
Case Transferred In - Divisional Transfer	
Complaint	<ul style="list-style-type: none"> Allows filer to add plaintiffs and/or defendants Make sure that the correct Role Type is selected for any new parties added
Counterclaim	<ul style="list-style-type: none"> Allows filer to add plaintiffs and/or defendants Make sure that the correct Role Type is selected for any new parties added
Cross-claim	<ul style="list-style-type: none"> Allows filer to add plaintiffs and/or defendants Make sure that the correct Role Type is selected for any new parties added
Intervener Complaint	<ul style="list-style-type: none"> Allows filer to add plaintiffs and/or defendants Make sure that the correct Role Type is selected for any new parties added
Motion to Vacate/Set Aside/Correct Sentence (2255)	Do not use with version 3.0 (fall 2006) this is filed in criminal case.
Notice of Condemnation	
Notice to Take Foreign Deposition	
Petition for Review	
Petition for Writ of Habeas Corpus	
Petition to Enforce IRS Summons	
Petition to Perpetuate Testimony	
Registration of Foreign Judgment	
Third Party Complaint	<ul style="list-style-type: none"> Allows filer to add plaintiffs and/or defendants Make sure that the correct Role Type is selected for any new parties added

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Service of Process	
Acknowledgment of Service	<ul style="list-style-type: none"> Allows filer to link to an existing or multiple existing events.
Affidavit of Service	<ul style="list-style-type: none"> Does not allow filer to link to existing document Asks for Type of document served, who was served and service date - all for the docket text, but does not appear on any reports
Certificate of Service	<ul style="list-style-type: none"> Allows filer to link to an existing or multiple existing events.
Request for Waiver of Service	
Service by Publication	<ul style="list-style-type: none"> Asks filer for date of publication.
Summons Returned Executed	
Summons Returned Executed as to USA	
Summons Returned Unexecuted	
Waiver of Service Executed	<ul style="list-style-type: none"> First selection is filer of the document Second selection is which party waived service Enter date that the Waiver & complaint were served on party Will allow attorney filer to be added to case
Waiver of Service Unexecuted	
Writ of Habeas Corpus ad Testificandum Executed	
Writ of Habeas Corpus ad Testificandum Unexecuted	

CIVIL EVENTS

EVENT	Descriptions/Comments
Answers to Complaints	<ul style="list-style-type: none">• Allows filer to include any of these:<ul style="list-style-type: none">> Counterclaim> Cross-Claim> Third-Party Complaint• Allows filer to include a JURY DEMAND<ul style="list-style-type: none">> Answer "Y" for Yes> Answer "N" for No

CIVIL EVENTS

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Other Answers	
Affidavit in Opposition	<ul style="list-style-type: none"> Allows filer to link to existing event
Affidavit in Support	<ul style="list-style-type: none"> Allows filer to link to existing event
Amended Answer to Complaint	<ul style="list-style-type: none"> Allows filer to link to existing event <ul style="list-style-type: none"> > Check the box and link to Complaint Allows filer to include any of these: <ul style="list-style-type: none"> > Counterclaim > Cross-Claim > Third-Party Complaint Allows filer to change Jury Demand <ul style="list-style-type: none"> > If the correct, do NOT change > If ONLY PLAINTIFF has demanded jury, value should be "p" (Plaintiff) > If ONLY DEFENDANT has demanded jury, value should be "d" (Defendant) > If BOTH sides have demanded jury, value should be "b" (Both)
Answer to Complaint (Notice of Removal)	<ul style="list-style-type: none"> Allows filer to link to existing event <ul style="list-style-type: none"> > Check the box and link to Complaint Allows filer to include any of these: <ul style="list-style-type: none"> > Counterclaim > Cross-Claim > Third-Party Complaint Allows filer to change Jury Demand <ul style="list-style-type: none"> > If the correct, do NOT change > If ONLY PLAINTIFF has demanded jury, value should be "p" (Plaintiff) > If ONLY DEFENDANT has demanded jury, value should be "d" (Defendant) > If BOTH sides have demanded jury, value should be "b" (Both)
Answer to Writ of Garnishment	
Claim	
Objection to Report and Recommendations	<ul style="list-style-type: none"> Will not allow filer to complete transaction if no Report & Recommendation exists.
Withdrawal of Claim	<ul style="list-style-type: none"> Allows filer to link to existing event

CIVIL EVENTS

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Motions and Related Filings

Motions	
Alter Judgment	
Amend/Correct	<ul style="list-style-type: none"> Allows filer to link to existing event
Appeal In Forma Pauperis	
Appear	<ul style="list-style-type: none"> Asks filer to identify the type of appearance.
Appoint Counsel	
Appoint Custodian	<ul style="list-style-type: none"> Place name of proposed Custodian in free text field on the "Docket Text Modification" screen
Appoint Expert	<ul style="list-style-type: none"> Place name of proposed Expert and type of expert in free text field on the "Docket Text Modification" screen
Appoint Guardian/Attorney ad Litem	<ul style="list-style-type: none"> Asks filer to identify the type of appointment-Attorney or Guardian? Place name of proposed appointee in free text field on the "Docket Text Modification" screen
Appoint Receiver	<ul style="list-style-type: none"> Place name of Receiver in free text field on the "Docket Text Modification" screen
Approve Consent Judgment	
Attorney Fees	
Bifurcate	
Bond	
Certificate of Appealability	
Certify	
Certify Class	
Change Venue	
Clarify	
Compel	
Confirm	
Consolidate Cases	<ul style="list-style-type: none"> Indicate which cases you wish consolidated in the free text box on the Modify Text screen.
Continue	
Declaration of Mistrial	
Declaratory Judgment	

CIVIL EVENTS

EVENT	Descriptions/Comments
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Default Judgment	
Deposit Funds	
Directed Verdict	
Disbursement of Funds	
Disclosure	
Discovery	
Dismiss	
Dismiss Case as Frivolous	
Dismiss/Lack of Jurisdiction	
Dismiss/Lack of Prosecution	
Disqualify Counsel	
Disqualify Judge	
Disqualify Juror	
Enforce Judgment	
Entry of Default	
Entry of Judgment	
Exclude	
Expedite	
Extension of Time to Amend	<ul style="list-style-type: none"> Allows filer to link to existing event
Extension of Time to Complete Discovery	
Extension of Time to File	
Extension of Time to File Answer	<ul style="list-style-type: none"> Allows filer to link to existing event. Link to complaint.
Extension of Time to File Response/Reply	<ul style="list-style-type: none"> Allows filer to link to existing event. Link to Motion or event that you wish the response/reply extension on.
File Amicus Brief	
File Excess Pages	
Forfeiture of Property	
Hearing	<ul style="list-style-type: none"> Allows filer to link to existing event
In Limine	
Intervene	

CIVIL EVENTS

EVENT	Descriptions/Comments
Issuance	
Issuance of Warrant in rem	
Joinder	
Judgment based on ADR Settlement	
Judgment Debtor Exam	
Judgment NOV	
Judgment as a Matter of Law	
Judgment of Forfeiture	
Judgment on Partial Findings	
Judgment on the Pleadings	
Judgment under Rule 54(b)	
Leave to Appeal	
Leave to File Document	
Letters Rogatory	
Limited Admission	
Miscellaneous Relief	<ul style="list-style-type: none"> Allows filer to indicate what type of relief is requested. Allows filer to link to existing event.
More Definite Statement	
New Trial	
Order of Sale	
Partial Summary Judgment	
Permanent Injunction	
Preliminary Injunction	
Pro Hac Vice Appearance	<ul style="list-style-type: none"> Charges the filing fee to the user's credit card
Proceed In Forma Pauperis	
Produce	
Protective Order	
Quash	
Reassign Case	
Reconsideration	<ul style="list-style-type: none"> Allows filer to link to existing event

CIVIL EVENTS

EVENT	Descriptions/Comments
Recusal	
Refund of Fees Paid Electronically	
Release of Bond Obligation	
Release of Funds	
Relief	
Remand	
Remand to Agency	
Remand to Bankruptcy Court	
Remand to State Court	
Renew	
Reopen Case	
Retain	
Return of Property	
Sanctions	
Seal	This is a motion to seal a document but is not a sealed event.
Seal Case	This is a motion to seal a case and is not a sealed event.
Seal Document	<ul style="list-style-type: none"> Allows filer to link to existing event. Is not a sealed event
Sealed Motion	<ul style="list-style-type: none"> This is a SEALED event. Filer is responsible for service of this document on all appropriate parties. ECF will not provide e-mail service on sealed documents.
Service	
Set Aside	<ul style="list-style-type: none"> Allows filer to link to existing event
Set Aside Default	
Set Aside Forfeiture	
Set Aside Judgment	
Set Aside Verdict	
Settlement	
Sever	
Show Cause	

CIVIL EVENTS

EVENT	Descriptions/Comments
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Stay	
Strike	• Allows filer to link to existing event
Substitute Attorney	
Substitute Party	
Summary Judgment	
Supplement	• Allows filer to link to existing event
Take Deposition	
Take Judicial Notice	
Taxation of Costs	
Temporary Restraining Order	
Three Judge Panel	
Transfer Case	
Trial	
Unseal Case	
Unseal Document	• Allows filer to link to existing event
Vacate	
Waive	
Withdraw	• Allows filer to link to existing event
Withdraw Reference	
Withdraw as Attorney	
Writ	
Writ of Garnishment	
Writ of Habeas Corpus ad testificandum	
Writ of Mandamus	

CIVIL EVENTS

EVENT	Descriptions/Comments
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Responses and Replies	
Affidavit in Opposition to Motion	<ul style="list-style-type: none"> Allows filer to link to existing event
Affidavit in Support of Motion	<ul style="list-style-type: none"> Allows filer to link to existing event
Memorandum in Opposition to Motion	<ul style="list-style-type: none"> Allows filer to link to existing event
Memorandum in Support of Motion	<ul style="list-style-type: none"> Allows filer to link to existing event
Reply to Response to Motion	<ul style="list-style-type: none"> Allows filer to link to existing event
Response to Motion	<ul style="list-style-type: none"> Allows filer to link to existing event
Response to Objection to R&R	<ul style="list-style-type: none"> Allows filer to link to existing event
Statement	<ul style="list-style-type: none"> Allows filer to indicate what type of statement Allows filer to link to existing event

CIVIL EVENTS

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Other Filings	
ADR Documents	
ADR Plan	
Consent to Arbitration	
Consent to Mediation	
Objection to Report of Arbitrator/Mediator	<ul style="list-style-type: none"> Requires a report to have been filed before this event can be used.
Report on Early Neutral Evaluation	
Request for Trial de Novo	
Discovery Documents	
Notice to Take Deposition	
Request for Admissions	
Request for Production of Documents	
Response to Discovery Request	<ul style="list-style-type: none"> Asks for Respondent's name

CIVIL EVENTS

EVENT	Descriptions/Comments
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Notices	
Certificate of Counsel	<ul style="list-style-type: none"> Allows filer to link to existing event
Notice (Other)	<ul style="list-style-type: none"> Allows filer to link to existing event
Notice of Appearance	<ul style="list-style-type: none"> Allows filer to file on behalf of a group, like "all Defendants" Attorney who is logged onto ECF will be linked to party(s)
Notice of Application for Writ	
Notice of Change of Address	
Notice of Hearing (Type of Hearing Options) Arbitration Hearing Argument on Bankruptcy Appeal Attorney Appointment Hearing Bench Trial Confirmation Hearing Contempt Hearing Daubert Hearing Discovery Hearing Docket Call Early Neutral Evaluation Evidentiary Hearing Final Pretrial Conference Forfeiture Hearing Hearing In-Aid-Of-Judgment Hearing out of Jury presence In Camera Hearing In Chambers Conference Initial Conference Judgment Debtor Exam Jury Selection Jury Trial Markham Hearing Omnibus Hearing Pretrial Conference Remand Hearing Removal Hearing Scheduling Conference Settlement Conference Show Cause Hearing Status Conference Summary Jury Trial Voir Dire Writ Hearing	<ul style="list-style-type: none"> Filer must always get date/time from courtroom deputy prior to filing notice. May select more than one option if necessary
Notice of Hearing on Motion	<ul style="list-style-type: none"> Filer must always get date/time from courtroom deputy prior to filing notice. May select more than one motion if necessary
Notice of Lis Pendens	

CIVIL EVENTS

EVENT	Descriptions/Comments
Notice of Release of Lis Pendens	
Notice of Removal	<ul style="list-style-type: none"> • Use when opening a new case. • Documents from state court case are to be included separately as attachments to the Notice.
Notice of Removal of Attorney from Electronic Notice	
Notice of Settlement	
Notice of Substitution	<ul style="list-style-type: none"> • Allows filer to add a new attorney for a party and terminate a previous attorney. First search for new attorney, then select previous attorney who will be removed from case.
Notice of Voluntary Dismissal	

CIVIL EVENTS

EVENT	Descriptions/Comments
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Trial Documents	
Agreement for Jury Verdict	
Exhibit List	
Objection	<ul style="list-style-type: none"> Used only to objection to a Trial Document Filer must link to a previously filed Trial Document
Proposed Findings of Fact	
Proposed Jury Instructions	<ul style="list-style-type: none"> File the document that is annotated pursuant to Local Rule.... E-mail a non-annotated version to the judge's courtroom deputy
Proposed Special Verdict	
Proposed Voir Dire	
Trial Brief	
Witness List	
Appeal Documents	
Appeal Docketing Statement	
Appeal Transcript Request	<ul style="list-style-type: none"> Allows filer to link to Appeal event
Appeal of Magistrate Judge Decision to District Court	<ul style="list-style-type: none"> Allows filer to link to existing event.
Appellants Brief	
Appellants Reply Brief	
Appellees Brief	
Certificate of Record on Appeal	
Notice of Appeal	<ul style="list-style-type: none"> Allows filer to link to existing event.
Notice of Cross Appeal	<ul style="list-style-type: none"> Allows filer to link to existing event.
Notice of Interlocutory Appeal	<ul style="list-style-type: none"> Allows filer to link to existing event.
Subsequent Notice of Appeal	<ul style="list-style-type: none"> Allows filer to link to existing event.

CIVIL EVENTS

EVENT	Descriptions/Comments
Other Documents	
Administrative Record	
Affidavit	<ul style="list-style-type: none"> Allows Filer to link to an existing docket entry Filer may link to multiple existing events
Affidavit of Assets	<ul style="list-style-type: none"> Allows Filer to link to an existing docket entry Filer may link to multiple existing events
Amended Document (NOT Motion)	<ul style="list-style-type: none"> Allows filer to link to existing docket entry (event) If filing an amended Motion -
Amicus Curiae Appearance	<ul style="list-style-type: none"> Filer must add party even if party already appears on list New party must have the Role Type of "Amicus"
Appendix	<ul style="list-style-type: none"> Allows filer to link to an existing event.
Application for Writ	<ul style="list-style-type: none"> Filer to indicate what kind of Writ. Docket Modification Screen: Filer should better describe writ, i.e. name of individual, or property writ is regarding
Bill of Costs	<ul style="list-style-type: none"> Sets date for taxation of costs.
Certificate of Compliance	<ul style="list-style-type: none"> Allows Filer to link to an existing docket entry Filer may link to multiple existing events
Certified Copy Request	<ul style="list-style-type: none"> Allows filer to ask for a certified copy of a document. Can only request one document per transaction Charges \$9 to the user's credit card Certified document is e-mailed back to filer.
Consent to Designation	<ul style="list-style-type: none"> Use this event for Consenting to Designation of Local Counsel for Pro Hac Vice Motions If filing a Consent to proceed before a US Magistrate Judge, please file in paper with the clerk's office.
Consent to Magistrate Judge Disposition on Motion	<ul style="list-style-type: none"> Will not allow filer to proceed unless a pending motion exists in case. Must link to existing Motion
Corporate Disclosure Statement	
Declaration	<ul style="list-style-type: none"> Allows filer to link to existing event or multiple events.
Disclaimer	
Disclosure Statement	<ul style="list-style-type: none"> Allows filer to link to existing event or multiple events.
Errata	<ul style="list-style-type: none"> Allows filer to link to existing event or multiple events.
Expert Witness Disclosure	
Financial Affidavit	
Financial Affidavit - CJA 23	<ul style="list-style-type: none"> CJA 23 Form

CIVIL EVENTS

EVENT	Descriptions/Comments
Joinder	<ul style="list-style-type: none"> Allows filer to link to existing event or multiple events.
Judgment Offer	
Judgment Offer Accepted (Notice of Acceptance)	
Jury Demand	
Litigation Plan	See "Scheduling Order/Litigation Plan"
Memorandum/Brief (generic)	<ul style="list-style-type: none"> Allows filer to link to existing event or multiple events. If is in response to Motion, use a response to motion events.
Objections to Answer to Writ	
Order of Sale	
Praecipe	
Pretrial Memorandum	<ul style="list-style-type: none"> Doesn't link to any other events
Proposed Pretrial Order	
Redacted Document	<ul style="list-style-type: none"> Allows filer to link to existing event or multiple events.
Redaction Index	
Reply (generic)	<ul style="list-style-type: none"> Allows filer to link to existing event or multiple events. If is in regards to a Motion, use a motion reply events.
Report and Account of Sale	
Report of Rule 26(f) Planning Meeting	
Response (generic)	<ul style="list-style-type: none"> Allows filer to link to existing event or multiple events. If is in response to Motion, use a response to motion events.
Response to Order to Show Cause	<ul style="list-style-type: none"> Doesn't link to any other events
Satisfaction of Judgment	<ul style="list-style-type: none"> Allows filer to link to existing order event or multiple order events
Scheduling Conf Form/Litigation Plan	
Sealed Document	<ul style="list-style-type: none"> Notice of Electronic Filing does not go out to parties Document cannot be view by any users external to the courthouse. Do Not use if filing a Sealed Motion Filer is responsible for service of this document on all appropriate parties. ECF will not provide e-mail service on sealed documents.

CIVIL EVENTS

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Settlement Agreement	
Statement of Prisoner Trust Fund Account	<ul style="list-style-type: none"> Allows filer to link to existing event
Status Report	
Stipulation	<ul style="list-style-type: none"> Filer can indicate multiple filers for stipulation by highlighting more than one party on "Select Filer" screen Allows filer to link to existing event or multiple events.
Stipulation of Dismissal	<ul style="list-style-type: none"> Filer can indicate multiple filers for stipulation by highlighting more than one party on "Select Filer" screen Allows filer to link to existing event or multiple events.
Subpoena	<ul style="list-style-type: none"> Use to file executed subpoena Allows filer to indicate as to who the subpoena was served on Asks the filer for the date of service - required field
Suggestion of Bankruptcy	<ul style="list-style-type: none"> Asks filer who filed Bankruptcy
Suggestion of Death	<ul style="list-style-type: none"> Asks filer as to who the death is regarding
Supplement	<ul style="list-style-type: none"> Allows filer to link to existing event or multiple events.
Transcript Request	<ul style="list-style-type: none"> Asks filer for Hearing Date Asks filer for Presiding Judge
Traverse	<ul style="list-style-type: none"> Allows filer to link to existing event or multiple events.
Waiver	<ul style="list-style-type: none"> Doesn't link to any other events
Withdrawal of a document	<ul style="list-style-type: none"> Allows filer to link to existing event or multiple events. Allows filer to terminate pending motions if the document being withdrawn is a motion.

Case Opening and Assignment

Open a Civil Case	See on-line tutorials for further instruction.
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